Saskatchewan
Learning

Career and Work Exploration 10, 20, A30, B30

An Initial List of Implementation Materials

Recycled Paper

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Career and Work Exploration 10, 20, A30, B30: An Initial List of Implementation Materials

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Foreword

This publication lists learning resource materials that have been evaluated by Saskatchewan educators and are considered appropriate to support *Career and Work Exploration 10, 20, A30, B30.* The purpose of this list is to provide teachers with suggested starting points for building a wide range of suitable instructional materials.

These titles are offered only as suggestions; teachers are encouraged to investigate other applicable resources and to select additional suitable materials.

This document is also available on the Saskatchewan Learning website at the following address:

http://www.sasked.gov.sk.ca/curr_inst/iru/index.html **or** http://www.sasked.gov.sk.ca/docs/paa.html

Resource-based Learning

The items listed are intended to promote the philosophy of resource-based learning, in which the students gain knowledge and understandings through a variety of resources and instructional approaches. This multi-resource approach provides students with opportunities to interact with a wide range of current materials to suit varied learning styles.

Teachers are reminded that resource-based courses of study can be enhanced through the use of additional materials such as the following:

- newspapers and magazines
- pamphlets, brochures, television and radio programming
- environmental print, such as posters
- Internet sites
- public library collections.

It is important that human resources be accessed as well. Every community has capable people who can enrich educational experiences.

Background Review: Selection Policy and Criteria for Selection

This list provides suggestions for resources; however, it remains the responsibility of classroom teachers, in consultation with teacher-librarians, to preview and select materials. Selection should be based on the objectives and philosophy of the curriculum guidelines, students' interests and abilities, students' prior knowledge and experience and the interests or needs of the community.

As well, material should be considered in terms of the following characteristics:

- literary quality
- cultural relevance and accuracy
- country of origin
- equity regarding gender, abilities, age and race
- accuracy
- ease of reading
- relevance to current issues
- adaptability.

Each school division is responsible for developing its own materials selection policy in order to address the particular needs of students and teachers in that division. Materials should be chosen in accordance with the school division's materials selection policy. Several Saskatchewan Learning publications available from Saskatchewan Learning Resources Distribution Centre **(LRDC)** provide further assistance in the selection process. These include the following:

Diverse Voices: Selecting Equitable Resources for Indian and Métis Education, 1992 - suggests strategies for recognizing and dealing with bias in resources.

Indian and Métis Education Policy From Kindergarten to Grade XII, 1995 - provides rationale and guidelines for integrating Indian and Métis materials into curricula.

Learning Resource Centres in Saskatchewan: A Guide for Development, 1988 - provides guidance for developing a selection policy and suggests criteria for selection.

Multicultural Education and Heritage Language Education Policies, 1994 - provides a rationale for integrating multicultural materials into curricula.

Selecting Fair and Equitable Materials, 1991 - suggests strategies useful for recognition of bias and stereotypes.

Analyzing Present Resources

This list should be cross-referenced with the school resource centre catalogue in order to identify suitable resources already present in the school library collection.

The Media Index and the Index of Suggested Uses are useful checklists for identifying resources already present in the school library collection. Teachers may use these indexes to ensure a balance of print and non-print resources within each module.

Materials in the present collection should be assessed based on the needs of the course, the community, the students and teachers.

Resource needs not met by the present collection could be identified by the teachers and teacher-librarian working together. Some materials may be useful for several grade levels. Teachers are encouraged to coordinate materials selection at the school or school division level.

Previewing Resources

Teachers and teacher-librarians are urged to preview materials carefully before suggesting them for classroom use, and they are advised to refer to their school division's selection policy for guidance in making choices about materials.

If schools have not been able to preview the materials prior to purchase, it is advisable to order only one copy to review before placing orders for multiple copies. Return policies vary from company to company, but if inappropriate materials have to be returned, they must be in saleable condition. **LRDC** will allow most materials to be returned.

Purchasing Resources

Schools interested in purchasing resources (except videos) from this list should contact **LRDC** or order them from the distributors cited in the distributor directory.

Resources that **LRDC** has in stock have been given an order number **(Order no.)** rather than an ISBN. Other items can be special ordered through **LRDC**. Orders to **LRDC** can be placed by phone (306) 787-5987, fax 1-800-668-9747 or online at the following address:

http://lrdc.sasked.gov.sk.ca

Prices quoted are subject to change and do not include taxes, but will serve as a guide to approximate costs. **LRDC** prices include shipping and handling fees.

Videos

Videos listed are often available from **Media Group**. These videos are high quality programs that can be acquired at a nominal cost. For further information, please consult the Educational Video Duplication Service catalogue available from **Media Group**. Schools are responsible for postage, a duplication charge of $1.00 per title, blank tapes and applicable taxes. Blank tapes may be supplied by the school or purchased from **Media Group**. Please refer to the distributor directory for the addresses, fax and telephone numbers. **Media Group** provides online services at the following address:

http://videodb.mg.sk.ca/index.html

Please note that to show classic movies or other videos in the classroom legally, schools must obtain public performance rights. These public performance rights are cleared for programs available from **Media Group** as well as for videos that are listed for sale in Saskatchewan Learning's bibliographies. If educators are unsure whether public performance rights are available for a video that is not included in a Saskatchewan Learning bibliography, the distributor should be contacted before using the video in the classroom.

Sometimes schools or school divisions choose to purchase a licence from a video collective. The benefit of having a licence is that teachers can show to their students any videos produced by the companies represented without violating copyright laws. If a general licence is purchased, teachers are responsible for renting or borrowing the videos. The distributor does not supply them.

Another option is for schools or school divisions to buy a single-title licence. This means that one copy of the video is supplied by the distributor and that teachers are allowed to show it to their students until the licence expires.

Examples of video collectives follow:

Audio Cine Films
8462 Sherbrooke St E
MONTREAL PQ H1L 1B2
Ph: (800) 289-8887
Fax: (514) 493-9058
NETSITE: http://www.acf-film.com

Visual Education Centre
41 Horner Ave, Unit 3
TORONTO ON M8Z 4X4
Ph: (800) 668-0749
Fax: (416) 251-3720.

Online Databases: Infotrac, Ebscohost, CBCA/Repère

Saskatchewan Learning offers a number of on-line databases for periodicals and newspapers. Online databases are a powerful tool to assist teachers with the integration of technology into teaching and learning. The databases provide teachers and students with access to the **most current information** on any given topic/subject area.

Canadian content is featured in ***Canadian Business and Current Affairs (CBCA/Repère-French)***, Infotrac's ***Canadian Periodical Index Quarterly (CPIQ)***, and Ebscohost's ***Canadian Newspaper Source***.

The databases are located at the following address:

http://www.sasked.gov.sk.ca/docs/infotrac.html

To access the online databases, educators need to click on their region and enter the appropriate password. If they need the password, they should contact the teacher-librarian, local Resource-based Learning Consultant or Saskatchewan Learning at (306) 787-4431.

Internet Sites

Saskatchewan Learning is providing a forum through its homepage on the World Wide Web for teachers to share educationally appropriate Internet sites.

If teachers wish to suggest new Internet sites or evaluate websites that have been suggested by other teachers, they may do so at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlreview

Information on sites that are highly recommended will be shared with teachers. Saskatchewan Learning will list the sites recommended for curriculum support at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlsearch

Saskatchewan Learning also provides links to other provincial and territorial education websites at the following address:

http://www.sasked.gov.sk.ca/curr_inst/ltech/links.html

The discussion area for Practical and Applied Arts can be found at the following address:

http://www.sasked.gov.sk.ca/docs/discussion.html

Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on January 16, 2002.

Aboriginal Human Resource Development Council of Canada
http://www.ahrdcc.com/

Aboriginal Youth Network
http://www.ayn.ca/band_lifestyles.htm

Authentic Workplace Materials
http://www15.hrdc-drhc.gc.ca/awm/default.asp

BC Workinfonet
http://workinfonet.bc.ca

BluePrint for Life/Work Designs
http://www.lifework.ca/blue_2000/pr_blue_draft.htm

Campus Starter Magazine
http://www.campusstarter.com

Canada Business Service Centres
http://www.cbsc.org/english

Canada Career Consortium
http://www.careerccc.org/index_e.shtml

Canada WorkInfoNet
http://www.workinfonet.ca

CanLearn Interactive – HRDC
http://www.canlearn.ca/English/eng.cfm

Career Awareness
http://www.hrdc.gc.ca/career

Career Counselors Consortium
http://www.careerccc.org

Career Development Manual
http://www.careerservices.uwaterloo.ca/manual-home.html

Career Experience
http://www.careerexperience.com

Career Parent Magazine
http://careerparent.com/

Career Paths Online
http://careerpathsonline.com/intro/default.htm

Career Portfolios
http://www.swcollege.com/marketing/gitm/gitm4e08-51.html

Career Services Portfolios
http://www.uwec.edu/admin/career/careerplanning/JobSearch/FAQ/04pf.html

Career Studio - CAPP Resources
http://www.ola.bc.ca/careerstudio

Careers in a Package
http://www.packagingcareers.org

Conference Board of Canada – Employability Skills
http://www.conferenceboard.ca/nbec/ESF.htm

Contact Point for Career Counsellors
http://www.contactpoint.ca

Destination 2020
http://www.careerccc.org/destination2020/

Edge Magazine On-line
http://www.theedgemag.org

Electronic Labour Exchange
http://www.ele-spe.org/

Essential Skills: Skills for Life Learning and Work
http://www15.hrdc-drhc.gc.ca/english/es.asp

Federal Student Work Experience Program
http://jobs.gc.ca/home_e.htm

First Nations and Inuit Youth Employment Strategy
http://www.ainc-inac.gc.ca/ps/ys/index_e.html

Human Resources Development Canada
http://www.hrdc.gc.ca/common/home.shtml

Job Futures
http://www.jobfutures.ca

Job Search Handbook
http://www.sasknetwork.gov.sk.ca/pages/publications.htm

Makin' a Million Startin' With Zero
http://www.findamentor.org/handbooks/million

MazeMaster – HRDC
http://www.mazemaster.on.ca/english.htm

Motiv8 Newspaper
http://www.motiv8.com

National Occupational Classification (NOC) HRDC
http://www.worklogic.com:81/noc/search.html#1

Next Steps Career Organization
http://www.nextsteps.org

Ready for Work
http://www.readyforwork.sk.ca

Real Game Series
http://www.realgame.com/

Saskatchewan Career Work Educators Association
http://www.scwea.com

Saskatchewan Human Rights Commission
http://www.gov.sk.ca/shrc/

Saskatchewan Institute of Applied Science & Technology
http://www.siast.sk.ca

Saskatchewan Labour
http://www.labour.gov.sk.ca/

Saskatchewan Labour - Safety Video Catalogue
http://www.labour.gov.sk.ca/safety/video/

SaskNetwork Site
http://www.sasknetwork.gov.sk.ca

Scholarship Canada Finder
http://www.scholarshipscanada.com

School Finder - Schools, Scholarships, and Careers
http://www.schoolfinder.com

Schools in Canada
http://www.schoolsincanada.com/

Student Employment and Career Centre: U of S
http://www.secc.usask.ca/bookmarks/

University of Regina
http://www.uregina.ca

University of Saskatchewan
http://www.usask.ca

What Is a Career Portfolio?
http://www.bcer.org/macc/community/ca/lausd2.htm

WHMIS - Health Canada
http://www.hc-sc.gc.ca/ehp/ehd/psb/whmis.htm

Worksearch - HRDC
http://www.worksearch.gc.ca/

Youth Employment Information
http://www.youth.gc.ca

Youth Initiatives Network - HRDC
http://youth.hrdc-drhc.gc.ca/common/home.shtml

Virus Alert

When downloading files and applications, Internet users should be aware of the danger of viruses. Downloaded files and applications should always be scanned using an anti-virus utility. It is also advisable to purchase updates to the anti-virus utility regularly. These updates identify the new viruses as well as the old.

How to Use the Initial List

Titles and Descriptions

An example of a citation for print is:

Title ↓ | Media Designation ↓ | Authors ↓ | Publisher ↓

Expanding Your Horizons (Print-Non-Fiction) Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Ltd. **(LRDC)**, 1999. 304 p. Order no. 11548 ($34.10 pbk.)

↑ Distributor ↑ Date ↑ Collation ↑ Order Number ↑ Price

Annotation ↓

(CAN) The purpose of this resource is to give students the knowledge, skills and attitudes needed to succeed in the workplace. The text enables students to examine themselves and their environment critically and helps them to make informed decisions about their future careers. Through case studies, journal entries and integrated activities, students are given the opportunity to learn about the workplace and to challenge current practices there. The book consists of four main parts: "Planning Your Career," "Your Career Skills," "Quality of Work Life" and "Exploring the Workplace." The make-the-connections activities are designed to integrate school and workplace. Both teachers and students will find this a useful resource. A table of contents, a glossary and an index are included.

The teacher's guide offers teaching suggestions to support the activities, journal entries and case studies in the text. It also includes information on teaching strategies and evaluation methods. **Suggested Use:** General; Survey Course – Secondary Level

The abbreviation **hdc.** denotes hardcover edition; **pbk.** denotes paperback edition.

ISBN denotes the International Standard Book Number, usually the order number.

Dup. is an abbreviation indicating that a video is available for duplication from **Media Group.**

(CAN) indicates that the resource includes Canadian content.

(I/M) indicates that the resource includes substantial Indian, Inuit or Métis content.

(SK) indicates that the resource includes Saskatchewan content.

Suggested Use provides suggestions for the module(s) that the resource best supports. Unless suggested for use as a teacher reference, all resources are appropriate for students.

Other Use indicates the other subject area(s) and level(s) that the resource **has previously been recommended** for in Saskatchewan Learning bibliographies.

(LRDC) indicates that the resource is stocked by **LRDC** and can be ordered directly, using the order number given. Please note that **LRDC** will special order all other materials listed in the bibliography, except videos.

Index of Suggested Uses

Titles are listed alphabetically according to the module(s) that they best support. Teacher references, work study materials and survey course materials are also included in this index.

Media Index

Titles are listed alphabetically under each media designation.

Distributor Directory

The abbreviations enclosed in parentheses following the publisher or producer represent the distributor. The full names, addresses (including e-mail and websites where available), fax and phone numbers of these companies are given in this section. Please note that some distributors provide a toll-free phone number.

Titles and Descriptions

Ability Explorer (Print-Non-Fiction). Harrington, Joan C. and Harrington, Thomas F. Houghton Mifflin Company (NEL), 1996. Order no. 92540-1 ($64.75 package of 25).

This is a hand-scorable assessment booklet that students can use to help identify the skills and abilities that they have. With this knowledge, they will be better equipped to plan for future careers and education opportunities. It has the potential to encourage goal setting and to give direction to students.

A copy of *Directions for Administration and Scoring* accompanies the booklet.
Suggested Use: Employability Skills; Survey Course - Middle Level; Survey Course - Secondary Level

Aboriginal Workforce (Print-Non-Fiction). Indian and Northern Affairs Canada (INA), 1998. ISBN 0-662-27516-0 ($FREE set).

(CAN, I/M) This collection of pamphlets has been published by Indian and Northern Affairs Canada to encourage the education, training and employment of aboriginal people. The background to the Aboriginal Employment Program is given as well as information about university recruitment, student employment and awareness workshops. This free folder of information would be useful in a guidance office or the classroom.
Suggested Use: Career Research

Aboriginal Workforce Participation Initiative: AWPI Employer Toolkit (Print-Non-Fiction). Indian and Northern Affairs Canada (INA), 1998. 214 p. ISBN 0-662-27329-X ($FREE coil-bound).

(CAN, I/M) Although this resource is aimed at employers, it offers a wealth of information that makes it very useful for teachers and students (with guidance). Employment issues and opportunities for aboriginal people are identified. A key section of the resource dispels myths concerning aboriginal people in the workforce. A glossary is included.
Suggested Use: Career Research; Teacher Reference

Against the Odds (Video). Bigelow Currie Productions Inc. (KIN), 2000. 23 min. Order no. 1344 ($149.95).

(CAN, I/M) In this video, three women from diverse backgrounds and various regions of Canada discuss their career paths. The key point emphasized is that they have broken into the traditionally male-dominated areas of science and technology and have created successful careers for themselves.
Suggested Use: Employability Skills

The Be Real Game Facilitator's Kit - High School Edition Grades 9/10 (Kit). (The Real Game Series). The Real Game Inc. (LRDC), 2000. Order no. 1029 ($256.30 kit).

(CAN) As the world of work quickly changes, students need to be able to face the challenges ahead of them. This role-playing game introduces students to the forces behind the changes and helps to give them the skills needed to function successfully in the world of work. The game allows students to understand the variety of options and opportunities that they have. It also shows the implications of their choices and the importance of education and planning. The game is very flexible as it is possible to use all or parts of it to suit the needs of a particular class. This is an excellent resource as students have fun while they are learning very important practical skills.
Suggested Use: Employability Skills; Job Search Skills; Survey Course - Middle Level

Biotech Career Kit: A Multimedia Career Awareness Resource (Kit). Biotechnology Human Resource Council (BHRC), n.d. No order number is required. ($69.95 kit).

(CAN) Similar to other resources dealing with a single industry, this kit examines the biotech industry and potential careers that are available to students. Although it is limited to a specific industry, the principles of career exploration that are used apply across a wide spectrum. The interview process and the principles of human

resource management are two of the general areas covered.
Suggested Use: Career Research

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses. In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at http://www.lifework.ca/blue_2000/pr_blue_draft.htm
Suggested Use: Employability Skills; Work Study Preparation
Other Use: Electricity/Electronics; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Management

Canada Prospects (Periodical). Canada Career Consortium (CCCM). No order number is required. ($FREE). Teacher's Guide - ISBN 1-895813-68-9 ($FREE pbk.).

(CAN) Contained within this annual publication is information to encourage career seekers to explore the world of work and the growing variety of career opportunities. There is also an emphasis on the discovery of employability skills that will be useful when working. The layout is appealing to students and contains many practical tips. There is also an online version at http://www.careerccc.org/canadaprospects/

A companion resource titled *A Complete Guide to Using 'Canada Prospects'* is aimed at teachers and counsellors.
Suggested Use: General; Job Search Skills; Survey Course - Secondary Level
Other Use: Life Transitions 20/30

Canadian Vocational Journal (Periodical). Canadian Vocational Association (CVA). Published quarterly - ISSN 0045-5520 ($53.50).

(CAN) Published by the Canadian Vocational Association, each issue of this quarterly journal contains several articles of interest to teachers of career and work exploration. As an example, in recent past issues there were discussions on study skills, portfolios and apprenticeship.
Suggested Use: Teacher Reference

Career and Personal Planning Resource Book: A Handbook of Career Education Lessons and Resources (Print-Non-Fiction). Vancouver School Board (VSB), 1995. 184 p. ISBN 1-55031-444-0 ($26.75 coil-bound).

(CAN) Developed for British Columbia schools, this hands-on and teacher friendly resource can easily be adapted to the Saskatchewan curriculum. The resource contains many practical suggestions for classroom teachers. These activities are aimed at creating a greater awareness of self, becoming a better personal manager and assisting the students with developing realistic career goals.
Suggested Use: Career Research; Employability Skills; Teacher Reference

Career Circuit (Website). Canadian Foundation for Economic Education (CFEE), 2001. Available by subscription: http://www.thecircuit.org [Checked for availability 2002, January 24]. ($50.00 per year).

(CAN) The *Career Circuit* website has been designed to act as a clearinghouse for professionals who work with youth in the areas of career information and planning, training opportunities, mentoring and employment readiness. There are three sections to the site - a network, resources and training. The network section is designed to connect teachers to the services, programs, funding and updated news concerning agencies across the country dealing with youth services and careers. The resources

are available either online or on CD. Within this section is a compilation of the most effective resources that can assist professionals who work with young people as they build a successful future. The third section related to training is aimed at using a self-instructional program for staff development that will assist teachers in finding practical strategies geared towards helping youth build their futures.

The annual fee includes the CD version of the Virtual Resource Centre as well as a floppy disk of the professional development training program.
Suggested Use: Career Research; Employability Skills; Job Search Skills; Teacher Reference

Career Cruising: The Complete Career Guidance System (Website). Anaca Technologies Ltd. (AAT), n.d. Available by subscription: http://www.careercruising.com. [Checked for availability 2002, January 24]. CD-ROM - Included in subscription.

Site Licence	($550.00 per site)
Three Year Site Licence	($395.00 per year)

This interactive and multimedia career guidance system is a user friendly program that combines comprehensive career information with career assessment tools and a complete database of colleges and universities. The main components are a career matchmaker that matches students' interests and skills to a career, and a career explore section. The career explore section offers hundreds of career profiles and includes multimedia interviews with people in those occupations. The resource also provides information on where to obtain the proper education and training. Several classroom activities are also included.

A quick tour of the website and a free trial are available at http://www.careercruising.com
Suggested Use: Career Research

Career Directions: Occupations: University Not Required (Print-Non-Fiction). Canada Career Consortium (CCCM), 1999. 242 p. ISBN 1-895813-84-0 ($15.00 coil-bound).

(CAN) Help is at hand when the commonly asked question, "What do I do after high school?" is asked. This resource provides a great deal of practical information to help students make well-informed decisions concerning their career plans. *Career Directions* can be used to help students explore their skills and interests and how best to shape their skill sets to suitable careers. A variety of occupations are profiled in several different fields. Each career option discusses what the job entails, training, the type of skills needed and salary.

A facilitator's guide accompanies this resource, and the website http://www.careerccc.org/ offers an online version.
Suggested Use: Career Research; Employability Skills

Career Explorer: CX Online (Website). Bridges.com Inc. (BDG), 2001. Available by subscription: http://www.cdn.cx.bridges.com [Checked for availability 2002, January 24]. ($1 300.00 for schools over 300 students and $795.00 for schools under 300 students).

(CAN) Popularly known as *Bridges.com*, this online package is suitable for both Middle and Secondary Level students. It looks at the areas of career awareness, exploration, planning and transition. The site also contains daily career news updates. These updates include a large number of original articles related to the areas of life skills and careers. The layout is presented in a magazine-style format, which makes it easily accessible to students.

More information and a free trial can be obtained from http://cxinfo.bridges.com/
Suggested Use: Career Research; Employability Skills; Survey Course – Middle Level

A Career in Tourism: You Decide How Far to Go (Video). Canadian Tourism Human Resource Council (CMR), 1997. 13 min. No order number is required. ($27.50).

(CAN) Although the video may appear as an advertisement aimed at getting young people to work in the tourism industry, it includes some excellent information delivered in a very effective manner. Good background information is provided about the industry, and details are

provided on available careers. A major emphasis of the video is on the skills people need to be successful in the tourism industry.
Suggested Use: Career Research; Employability Skills

Career Information Resources for Aboriginal People: A Research Study Prepared for the Aboriginal Human Resource Development Council of Canada (Print-Non-Fiction). Streisel, Sheri and Meyers, Tracy. Aboriginal Human Resource Development (AHR), 2000. 72 p. No order number is required. ($FREE coil-bound).

(CAN, I/M) The findings of this research study will help readers to gain a greater understanding of the career development products and programs that are being successfully used by aboriginal people in Canada. This resource can be a useful tool to assist in planning a program that will meet the needs of aboriginal people.
Suggested Use: Career Research; Teacher Reference

Career Options for Women Series (Video). Third Wave Communications Inc. (**MGR**), 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

Titles in this series include the following:

Automotive	Dup. order no. V6843
Aviation	Dup. order no. V6844
Construction	Dup. order no. V6845
Culinary	Dup. order no. V6846
Engineering	Dup. order no. V6847
Entertainment	Dup. order no. V6848
Information Technology	Dup. order no. V6849
Manufacturing	Dup. order no. V6850
Medical/Health	Dup. order no. V6851
Military: Canadian Forces	Dup. order no. V6852
Protective Services	Dup. order no. V6853
Rescue	Dup. order no. V6854
Utilities	Dup. order no. V6855.

(CAN) *Career Options* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology. Each program features three women. The career categories for this series include aviation, automotive, construction, culinary, engineering, entertainment, information technology, medical/health, manufacturing, military, protective services, rescue and utilities.

Supporting print is available from Media Group.
Suggested Use: Career Research
Other Use: Career Guidance: Middle Level

Career S.E.L.F. Assessment (Video). Cambridge Educational (MCI), 1997. 32 min. Order no. 010126 ($119.00).

This video was produced to assist students in choosing career paths that suit their interests, skills and abilities.
Suggested Use: Employability Skills

Career Self-Assessment: Where Do You Fit In? (Video). Learning Seed Company (MCI), 1993. 27 min. Order no. 200023-61 ($129.00).

Six interest clusters are identified in this American production. These include body workers, data detail, investigators, persuaders, creators and service workers. Jobs within each cluster are highlighted as well as jobs involving combinations of clusters. Predictions for jobs in the 10 years following the publication date are given. The information is interesting and relevant.
Suggested Use: Career Research

Career Studies 10 (Print-Non-Fiction). Wallace, Lee. Nelson Thomson Learning **(LRDC/NEL)**, 2000. 246 p. **LRDC** - Order no. 3001 ($30.35 hdc.). NEL - Teacher's Resource (includes 2 CD-ROMs) - ISBN 0-17-620137-8 ($180.00 binder).

(CAN) Although written for the Ontario market, this resource covers most of the areas that are dealt with in the Saskatchewan curriculum. The resource is aimed at giving students the skills they will need to make good decisions concerning the direction their lives will take. Defining personal goals is stressed in the first unit while the second unit examines the skills each individual has. The final three units concentrate on the research skills that are needed for career and work options, developing real plans and reflecting on the career process. The material is well laid out, with an expanded table of contents

allowing easy access to the short chapters. Photographs, charts, tables and activities are used throughout the resource. An index and a glossary are included.

A teacher's resource is also available.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Careers In Culture (Kit). Cultural Human Resources Council (CHRC), 1999. No order number is required. ($73.95 kit).

(CAN) Culture is an extremely broad term, and careers in this area vary greatly. This kit contains excellent resources that inform students about the many fields of employment within the cultural section. The six booklets in the kit focus on the information students require to make a decision about careers in film and television, the new media, music and sound recording, the visual arts, writing and publishing, and heritage.

An activity guide accompanies the booklets.

The CD-ROM has two main sections. The Discovery Game takes students through six buildings where they learn about the careers available and what the work involves. The Discovery Centre informs students about the education and training needed as well as how they should present themselves when seeking work. Live video of workers in the cultural section presents various tips for success.
A copy of the activity guide and booklets was sent to each high school in the fall of 2001. Further copies of the kit or individual components can be purchased from the Cultural Human Resources Council.

An online version is available at http://www.culturalhrc.ca
Suggested Use: Career Research; Survey Course - Middle Level; Survey Course - Secondary Level
Other Use: Communication Production Technology

Careers 10 (Print-Non-Fiction). Campbell, Judith and Hoey, Kelly. Prentice Hall Inc. (**LRDC**), 2000. 237 p. Order no. 6304 ($29.50 hdc.).

(CAN) This resource supports the curriculum as the first unit asks students to think about who they are, while the next two units have them consider where they are going and how they will get there. Within each unit, short and well-illustrated sections deal with topics such as building a career portfolio, doing a work values inventory, creating a networking tree, understanding the Canadian NOC, fitting into the new workplace, handling the job interview and understanding Workplace Hazardous Materials Information System. Each section contains several student activities. Colour photographs, charts, drawings and tables add to the book's appeal, as does the easy-to-read text. An index and a glossary are included.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Chasing the Dream: A Player's Guide (Print-Non-Fiction). McPhee, Tracy. General Store Publishing House (GSPH), 1999. 219 p. ISBN 1-894263-01-4 ($19.95 pbk.).

(CAN) If a school has aspiring athletes who want to make it to the NHL, this resource will provide them with a step-by-step guide to much of the information they will need. Everything from how to live away from home to training, conditioning, agents, education and the draft is covered. Black-and-white photographs are used to illustrate the player profiles that are included. This is an excellent resource for those whose career direction may be taking them into the field of professional hockey.
Suggested Use: Career Research

College Via the Workplace (Video). Enter Here (SUN), 1998. 27 min. Order no. 2949-03 ($74.95).

Pursuing a college education while in the workplace is a serious commitment. Good time-management skills are essential. This video introduces viewers to people who took advantage of educational opportunities in the workplace. Tips for getting a job and for receiving company-paid tuition are presented. Positive role models share their experiences. Although the content is American, students in Saskatchewan schools will find much of the information relevant.

Suggested Use: Career Research; Employability Skills
Other Use: Career Guidance: Middle Level; Life Transitions 20/30

The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want. 3rd ed. (Print-Non-Fiction). Figler, Howard. Henry Holt & Co., Inc. (FEN), 1999. 370 p. ISBN 0-8050-6191-6 ($22.95 pbk.).

Written for people in various stages of career development, this resource can be used by the first-time job seeker to the professional looking for a change. The information provided is very practical. Some of the skills covered include self-assessment, communication, interviews and characteristics of the successful job hunter. An index is included.
Suggested Use: Job Search Skills

The Complete Job Search System Series (Video). McIntyre Media Limited (MCI), 1997. 13 min. Order no. 01013 ($105.00 set).

Titles in this series include the following:

Career Evaluation
Finding a Job
Interviewing for a Job
Planning Your Career
Succeeding on the Job.

Although the titles are getting a little dated, this series is ideal for introducing job seekers to the techniques needed in selecting a career and getting a job. Students will learn how to use a self-assessment process to match their personal interests to a career choice. Conventional and unconventional job search methods are portrayed, as are tips for preparing for an interview. The last video illustrates that once a job has been obtained much has to be done to succeed in this new role and that work habits have a tremendous impact on performance and promotion.
Suggested Use: Job Search Skills

Dying to Work (Video). (W5 Series). CTV Television Network Ltd. (**MGR**), 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
Suggested Use: Safety
Other Use: Electricity/Electronics; Forestry Studies; Upholstery; Wildlife Management

The Edge (Periodical). Canadian Career Development Foundation (NLW). No order number is required. ($FREE).

(CAN) This is an annual publication that is jointly sponsored by Human Resources Development Canada, the Canadian Career Development Foundation and the National Life/Work Centre. Each issue has a teenage guest editor who has put together several articles related to youth exploring work and life options. The excellent graphics and layout add to its appeal. Interspersed between articles about youth and jobs are short definitions and self-help articles. This is an excellent resource to use with students. An online version can be found at http://www.theedgemag.org
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Effective Resumes and Job Applications. Rev. ed. (Video). Learning Seed Company (SSC), 1999. 20 min. Order no. 200117 ($119.00).

This video shows viewers how to prepare resumes, cover letters, thank-you letters and comprehensive job applications. Students watch potential employees as their job-searching skills progress from weak to strong. Although American, the material is applicable to Canadian students.

Included with the video is a reproducible study guide.
Suggested Use: Job Search Skills

Employability Skills: Creating My Future (Print-Non-Fiction). Calgary Educational Partnership Foundation. Nelson Thomson Learning (NEL), 1996. 31 p. ISBN 0-17-604664-X ($16.95 binder). Teacher's Guide - ISBN 0-17-604665-8 ($39.95 pbk.).

(CAN) This portfolio/binder is designed to encourage students to identify and organize their accomplishments in and out of school. The information in the student booklet is divided into four categories: assessment, goal setting, creating a portfolio and sharing a portfolio. Dividers and clear plastic folders are included.

The instructor's guide provides background information on the four categories as well as several blackline masters. Included with the guide is a pamphlet listing the Conference Board of Canada's employability skills.
Suggested Use: Employability Skills; Survey Course - Middle Level; Survey Course - Secondary Level
Other Use: Life Transitions 20/30

Employability Skills Portfolio (Print-Non-Fiction). Abram, Mike, Nuttley, Kathy and Shaw, Graham P. UTP Guidance Centre (**LRDC**), 1994. Order no. 6797 ($4.20 set).

(CAN) Using a concise and user friendly format, the authors of this package have put together a very practical resource dealing with portfolios. The package contains a user's guide, a documentation log and three portfolios for academic, personal management and teamwork skills. Each of these sample portfolios contains a checklist of categories for students to use.
Suggested Use: Employability Skills

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (**LRDC**), 2000. Order no. 3002 ($91.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/.nbec/toolkit.htm.
Suggested Use: Employability Skills; Survey Course - Secondary Level

EnviroCareers: A Guide to Careers in the Environment Sector (Kit). Canadian Council for Human Resources (CCRH), 2000. No order number is required. ($FREE kit).

(CAN) This kit contains a CD-ROM, a video, a sample journal *EnviroXchange*, a pamphlet entitled *Make a Difference* and a facilitator's guide. It also includes a book called *A Guide to Careers in the Environment Sector*. The resources in this kit provide an excellent source of information on a wide range of careers related to the environment.

The video profiles several people who are working in the environmental field. This offers students information on the tasks involved with each job.

The CD-ROM allows students to match their skills and interests to a particular career in the area. The production values are high in quality, and the resource is available free of charge.
Suggested Use: Career Research
Other Use: Forestry Studies; Wildlife Management

Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills

fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Accessing the website at http://www15.hrdc-drhc.gc.ca/english/es.asp will help users to locate further information.
Suggested Use: Employability Skills; Work Study Preparation
Other Use: Business Education: Secondary Level – Accounting 16, 26, 36; Commercial Cooking; Cosmetology; Electricity/Electronics; Entrepreneurship; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Mananagment

Exercise Your Options (Video). Woodlawn Communications Inc. (**MGR**), 1996. 12 min. Dup. order no. V6611.

This program informs and encourages teenage girls about career opportunities in the capital markets and the many options that become available to them if they remain in the maths and sciences. Girls are inspired to believe in their own abilities to succeed in maths and sciences and to see the benefits in these areas of study.
Suggested Use: Career Research
Other Use: Career Guidance: Middle Level; Mathematics: Middle Level; Mathematics 10, 20; Mathematics: A30, B30, C30; Science: Middle Level; Science 10; Science: Secondary Level

Expanding Your Horizons: Career Development Guide. 2nd ed. (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (**LRDC**), 1999. 304 p. Order no. 11548 ($34.10 pbk.). Teacher's Resource - Order no. 11549 ($59.70 pbk.).

(CAN) The purpose of this resource is to give students the knowledge, skills and attitudes needed to succeed in the workplace. The text enables students to examine themselves and their environment critically and helps them to make informed decisions about their future careers. Through case studies, journal entries and integrated activities, students are given the opportunity to learn about the workplace and to challenge current practices there. The book consists of four main parts: "Planning Your Career," "Your Career Skills," "Quality of Work Life" and "Exploring the Workplace." The make-the-connections activities are designed to integrate school and workplace. Both teachers and students will find this a useful resource. A table of contents, a glossary and an index are included.

The teacher's guide offers teaching suggestions to support the activities, journal entries and case studies in the text. It also includes information on teaching strategies and evaluation methods.
Suggested Use: General; Survey Course - Secondary Level

Exploring the World of Work: An Interactive Career Planner (CD-ROM). Glencoe/McGraw Hill (MHR), n.d. ISBN 0-02-675302-2 ($73.05).

Although this is an American-based interactive CD, much of the general information on employability skills may still be suitable for Canadian schools. Contained on the CD are career articles and classroom activities, guides and tips, a résumé maker and a career planner. Students can analyze their interests and abilities and develop their own personalized career plan and résumé. There is even a career trends and facts game.
Suggested Use: General

The Get Real Game: Facilitator's Kit (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (**LRDC**), 2001. Order no. 1029 ($256.30 kit).

(CAN) This role-playing game is very similar to *The Be Real Game*, except that it concentrates on the skills and knowledge that senior high school students will need. In this game, students are able to explore the five major gateways to their goals: post-secondary education, volunteer work, employment, internship/apprenticeship and self-employment/entrepreneurship. As they proceed

through the game, students will learn how to budget their time, research career options, refine their goals, plan courses of action and present themselves well in interviews. This is an excellent teaching and learning tool.
Suggested Use: Career Research; Employability Skills; Job Search Skills; Survey Course - Secondary Level

Getting Started: How to Run a Career Fair (Print-Non-Fiction). Canada Career Consortium (CCCM), n.d. 22 p. ISBN 1-895813-72-7 ($FREE booklet).

(CAN) This is a practical hands-on guide to planning Canada Career Week events. Information is provided on how to organize career fairs, attract media attention and secure sponsors. Examples of past successful events are included.
Suggested Use: Career Research; Teacher Reference

Great Jobs/Solid Futures (Kit). Canadian Equipment Industry Training Committee (CEIT), 2000. No order number is required. ($FREE kit).

(CAN) Although this kit is fairly specialized in its focus on careers in the heavy equipment field, it can give students a greater understanding of the wide variety of careers that are available to them. It also stresses the skills that are needed to work in Canada's heavy equipment industry.

The kit includes a CD-ROM, a video, fact sheets and brochures. There is also an interactive website connected to this resource at www.solidfutures.org.
Suggested Use: Career Research
Other Use: Mechanical/Automotive

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE loose-leaf). Classroom Edition - No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.

A classroom edition is also available from Saskatchewan Labour. This version contains tips for teachers and can be photocopied in whole or in part for instructional use.
Suggested Use: Job Search Skills; Labour Standards; Safety; Work Study Preparation
Other Use: Electricity/Electronics; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Management

High School to Apprenticeship: A Link to the Future 2001: Handbook for High School Administrators and Guidance Counsellors (Print-Non-Fiction). Sask. Apprenticeship & Trade Certification Unit (SATC), 2001. 79 p. No order number is required. ($FREE booklet).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students that are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.
Suggested Use: Career Research; Work Study Preparation

Horizons 2000+: Career Studies (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (LRDC), 2000. 275 p. Order no. 3349 ($31.40 hdc.).

(CAN) Whereas *Expanding Your Horizons* is aimed at the Secondary Level, this resource can also be used at the Middle Level. The authors have put together a very effective resource that combines an excellent layout with the essential information. Major topics include portfolios, discovering your strengths and pathways and working in and experiencing the community. Colour photographs and drawings, charts, chapter objectives, activities and review all add to the

book's appeal. An index and a glossary are included.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

I Want Your Job Series (Video). Open Learning Agency (MAG), 1998. Order no. T19-31-082 ($245.00 set).

(CAN) Titles in this series include the following:

Applying Your Skills
Order no. 679-31-132 ($65.00)
Creating Your Own Job
Order no. 679-31-135 ($65.00)
Finding Your Passion
Order no. 679-31-131 ($65.00)
Getting Your Foot in the Door
Order no. 679-31-133 ($65.00)

Using exciting and fast-paced vignettes, this excellent Canadian production profiles several young people who have defined their own career paths. From mountain bike engineers and webmasters to plumbers and hair stylists, each of the young workers offers a glimpse into his or her work environment. Viewers learn what they do, how they got there and what opportunities exist in their fields of work. The series offers practical and specific information about beginning a career path.
Suggested Use: Career Research

Job Search Handbook (Print-Non-Fiction). Sask. Post-Secondary Education and Skills Training (SEK), 2000. 76 p. No order number is required. ($FREE pbk.).

(SK) This free publication is produced periodically by Saskatchewan Post-Secondary Education and Skills Training. Using a very practical approach, the handbook offers advice on résumés, job search strategies, the interview process, employment equity, employee rights and answers to common concerns. Sample résumés and covering letters are included, as are checklists for interviews and contacts for additional information.
Suggested Use: Job Search Skills; Labour Standards

Job Search Strategies. Rev. ed. (Video). Learning Seed Company (MCI), 2000. 23 min. Order no. 200119 ($119.00).

Everyone from recent high school graduates to downsized executives is the target audience for this video. The key information presented deals with the techniques to acquire a job whether you are new to the work force or re-entering it. It profiles ways to use online databases to help in the job search.
Suggested Use: Job Search Skills

Jobs With a Future: Careers in the Automotive Industry (Kit). Automotive Parts Manufacturers' Association (APMA), 1999. No order number is required. ($FREE kit).

(CAN) Included in this kit are a CD-ROM, a video and supporting print material.

The short video uses music video techniques to appeal to high school students as they think about what path to follow for their careers. The examples that are used in the video are from the automotive industry, but the principles of how to choose a career path are universal in application. This is an excellent video that will generate much discussion around choosing a career path.

The CD-ROM entitled *Making It* allows students to examine various automotive careers in depth.
Suggested use: Career Research
Other Use: Mechanical/Automotive

Money Smarts Learning Resource (Print-Non-Fiction). Saskatchewan Women's Secretariat (WNS), 2000. No order number is required. ($FREE set).

(CAN) The materials in this package are designed to educate and inspire young women to take control of their financial future through careful planning and decision making. They are also useful tools for young men, as the economic status of young women directly affects them as well.

The package includes *Money Smarts Learning Resource.* This material provides a series of practical case studies and questions for group discussions.

It also contains a student booklet, *Control Your Financial Future,* which provides facts about women's particular financial concerns.

These materials were distributed to each high school in the spring of 2000, but more copies can be obtained from the Women's Secretariat.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

The Portfolio Resume Series (Video). Cambridge Educational (MCI), 2000. 30 min. Order numbers follow. ($219 per set).

Recommended titles in this series include the following:

Defining and Developing Your Portfolio
Order no. 010212 ($119.00)
Using and Maintaining Your Portfolio
Order no. 010213 ($119.00).

In this two-part video series the viewer will learn about the various components of a career portfolio. These include goals and values, the résumé, work samples, letters of recommendation, awards and references. While the presentation is not the most dynamic, the information is of value.
Suggested Use: Job Search Skills

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Accessing Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca will provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
Suggested Use: Labour Standards; Safety; WHMIS; Work Study Preparation
Other Use: Electricity/Electronics; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Management

Ready for Work Series (Print Non-Fiction). Please refer to the title: *Guide for New Workers.*

The Real Game. Rev. ed. (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (**LRDC**), 1999. Order no. 3582 ($215.55 kit).

(CAN) This role-playing game is a career-exploration program that brings real life into the classroom. Students can actually "try on" careers and see if the careers suit their skills and interests. In addition, students are challenged to manage their desired lifestyle within the limits of the career they are assuming. This is an excellent teaching and learning tool to use at the Middle Level.
Suggested Use: Career Research; Survey Course - Middle Level

The Real Game Series (Kit). Please refer to the titles: *The Be Real Game Facilitator's Kit - High School Edition Grades 9/10, The Get Real Game: Facilitator's Kit, The Real Game* and *Real Times, Real Life: Facilitator's Kit.*

Real Times, Real Life: Facilitator's Kit. Adult ed. (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 1997. Order no. RT 1010 ($185.00 kit).

(CAN) Although it is aimed at adults who have finished Grade 12, much of this kit has application to high school students. The emphasis of this resource is on helping young people to deal with the problems encountered when making the transition from school to work and into a fulfilling career. The role-playing activities allow them to gain an increased knowledge of their assets and transferable skills. This in turn allows the participants to understand the immediate work and educational options available to them. With this knowledge, young people are better equipped to position themselves for their preferred long-term life and work goals. The changing world of work, the pink slip, personal exploration, and me and my job are just a few of the topics addressed in the kit.
Suggested Use: Career Research; Employability Skills; Job Search Skills

Realm: Creating Work You Want (Periodical). Hendricks, Elisa, ed. Yes Canada-BC Publishing Division (YES). Published quarterly - No order number is required. ($9.99).

(CAN) Using short articles, great colour and attractive graphics, this journal will certainly appeal to students. The topics are for and about high school students and cover a wide variety of subjects. Sample topics of articles include a discussion on free trade and what it means to the young entrepreneur, tales of surviving oppressive job situations, enviro-entrepreneurs and opportunities in the tourism industry. Each edition features many websites of interest.

An online version is available at http://www.realm.net. This periodical is also available in French.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

School to Work: Essential Skills (Video). Sunburst Communications (SUN), 1998. 37 min. Order no. 2589-03 ($109.95).

This program is designed to give young people an overview of the basic skills and personal qualities required in the workplace. Part I covers the personal qualities that employers are looking for, and Part II deals with the basic skills needed in the workplace. These skills may appear to be obvious, but students will see the application of what they learn in math and English classes. Part III looks at the thinking skills that workers use on the job including creative thinking, visualization, decision making, problem solving and reasoning.

A teacher's guide accompanies the video.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

School to Work: Workplace Basics (Video). Sunburst Communications (SUN), 1998. 34 min. Order no. 2856-03 ($109.95).

This video will give students an understanding of the vital ways in which school prepares them for success in the world of work. The main competencies that are stressed include the concept of systems, how the system is kept running through managing resources, and the importance of interpersonal skills.

A teacher's guide accompanies the video.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

Seeking and Maintaining Employment: An Activity-Based Teaching Unit for Developing the Essential Knowledge, Skills, and Attitudes (Print-Non-Fiction). Horne, Joyce, Johnston, Wendy and MacFarlane, Carole. Vancouver School Board (VSB), 1995. 105 p. ISBN 1-55031-450-5 ($29.96 binder).

(CAN) Although this resource has been written for students in British Columbia, there are sections that are applicable to Saskatchewan. It is a very practical resource that offers suggestions for hands-on activities. Some of the areas covered include portfolios, job search skills, résumés, interviews and job advancement. The information concerning labour standards will need to be supplemented with Saskatchewan data.
Suggested Use: Employability Skills; Job Search Skills; Survey Course - Secondary Level

Self-Discipline: Using Portfolios to Help Students Develop Self-Awareness, Manage Emotions and Build Relationships (Print-Non-Fiction). Kerr, Rob. Pembroke Publishers Limited (PPL), 1999. 120 p. ISBN 1-555138-104-4 ($18.95 pbk.).

(CAN) This resource offers several excellent exercises where students encounter real-life situations. The first chapter provides background on using portfolios in these situations and then deals with self-awareness, managing emotions, building relationships and proof of growth. The layout is very teacher friendly as each exercise is on a two-page spread and is concise in its makeup. An index is included.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

Sell Yourself: Successful Job Interviewing. Rev. ed. (Video). McIntyre Media Limited (MCI), 1999. 22 min. Order no. 200118 ($119.00).

In this educational video, background information is given about the interview process and what to avoid during an interview. The emphasis of the program is on how to communicate successfullly in an interview.
Suggested Use: Employability Skills; Job Search Skills

Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp
Suggested Use: Career Research; Employability Skills; Work Study Preparation
Other Use: Commercial Cooking; Electricity/Electronics; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Management

Student Workshop: Communication - The #1 Job Skill (Video). Sunburst Communications (SUN), 1999. 24 min. Order no. 0728-03 ($149.95).

What is often taken for granted, the ability to communicate successfully, is given very effective coverage in this video. The focus is on verbal communication and on those forms of communication that project an employee's attitude. The video provides basic information and hands-on practice to help prepare students for the workplace. The correct and incorrect ways of communicating with co-workers and the public are pointed out in on-the-job scenarios.
Suggested Use: Employability Skills

Student Workshop: Job Interview Skills (Video). Sunburst Communications (SUN), 1993. 30 min. Order no. 2434 ($189.00).

This program is a practical introduction to the techniques and strategies that comprise a successful job interview. In a workshop format, students practise these skills. They learn that being prepared is the key to a successful interview. They are given the opportunity to listen to advice from a real-life job interviewer.
Suggested Use: Job Search Skills

StudentCounsellor (Website). StudentCounsellor.com (SRM), 2000. Available by subscription: http://www.StudentCounsellor.com. [Checked for availability 2002, January 24]. ($797.00 for schools over 400 students and $595.00 for schools under 400 students).

(CAN) This is an online career and academic planning service that allows students to determine and improve their likelihood of gaining acceptance to universities, colleges and technical schools in Canada. The program can be used to explore alternative career paths and post-secondary institutions. Over 15 000 education programs can be accessed via *StudentCounsellor* and information on 1 200 careers is also provided. The site can be personalized to match a student's grade point average and credits to suitable programs. An annual subscription gives unlimited access at school or home.

At the website http://www.studentcounsellor.com/, an introduction to the site is available.
Suggested Use: Career Research

Succeeding in the World of Work. 6th ed. (Print-Non-Fiction). Kimbrell, Grady and Vineyard, Ben S. Glencoe/McGraw Hill (MHR), 1998. 555 p. ISBN 0-02-814219-5 ($91.95 hdc.).

This general resource provides introductory information to most areas of career and work exploration. Although it is American in content, some of the areas such as self-assessment, exploring careers, finding a job, job skills and life skills can be applied to the Canadian situation as well. Areas that deal with topics such as occupational health and safety, labour standards and taxes would have to be supplemented by Canadian information. The book is very well laid out with colour photographs, lists of chapter objectives, summaries and questions for further investigation. An index and a glossary are included.
Suggested Use: General; Survey Course - Middle Level; Survey Course - Secondary Level

Success... in Entering the Workplace: Essential Competencies for Career Transitions (Print-Non-Fiction). Moody, Mary and Standeven, Lisa. Concept Inc. (COE), 1997. ISBN 1-894098-00-5 ($135.00 Module 1 binder). ISBN 1-894098-04-8 ($53.95 Modules 2 and 3, binder).

(CAN) Divided into five modules, this resource examines job preparation, job maintenance and personal safety. Planning and proactivity projects are also included. This comprehensive package is aimed at developing core career competencies. These include the knowledge, skills, concepts attitudes and behaviours deemed necessary to be successful in acquiring and maintaining a job. The modules have been designed in Alberta with the requirements of individuals with learning difficulties in mind. Teachers within Saskatchewan will be able to use portions of the resource to support certain aspects of the curriculum.

At the time of printing, Modules One, Two and Three had been completed.
Suggested Use: General; Teacher Reference

10 Golden Rules for the Workplace (Video). Irene M. Ward & Associates (PDA), 1998. 25 min. Order no. TGR719 ($195.00 U.S.).

This video profiles the basic traits of good work habits. While many of the examples may appear to be too obvious, it is sometimes the obvious that needs to be restated. The use of humour and animation enhance the program's delivery.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

Tourism: A World of Opportunity: An Interactive Guide to Tourism Careers (CD-ROM). Canadian Tourism Human Resource Council (STEC), 1997. ISBN 1-55247-021-0 ($25.00).

(CAN) This interactive CD allows students to explore the career opportunities that exist within the tourism industry. The eight sectors of the industry are explored as are the four stages of work in the industry–front line, supervisory, management and executive. Career information is provided through the use of readable text and video interviews. A list of schools that offer tourism-related courses is provided, and the CD ends with a questionnaire that helps students to determine whether a career in tourism is right for them.
Suggested Use: Career Research
Other Use: Tourism/Hospitality/ Entrepreneurship

Trouble at Work (Video). Sunburst Communications (SUN), 1998. 24 min. Order no. 2788-03 ($99.95).

This video goes beyond the normal focus of examining the required work skills of arriving on time, obeying rules and dressing properly. Instead, the emphasis is on what to do when things at work go wrong. Issues such as coping with unethical behaviour by the manager, being passed over for promotion, taking criticism, and handling office politics are discussed.

A teacher's guide accompanies the video.
Suggested Use: Employability Skills
Other Use: Life Transitions 20/30

TypeFocus (Website). TypeFocus Internet Inc. (TYF), 2001. Available by subscription: http://www.typefocus.com ([Checked for availability 2002, January 24]. ($495.00 per year).

(CAN) While some of the other Internet subscription sites emphasize career and educational choices, this program stresses the need to discover your employability skills as an essential tool to career planning. Once users identify their personality types, the system uses this information to assist with the career selection module. Six reports can be generated to form a holistic approach to self-awareness and career success. These reports help users to identify learning style strengths, careers that fit their personalities, ways to improve chances of getting a job and ways to improve their relationships with other people.

At http://careers.typefocus.com/, more information is available.
Suggested Use: Career Research; Employability Skills

Web Resumes (Video). McIntyre Media Limited, (MCI) 1999. 20 min. Order no. 010185 ($119.00).

While the information in this video is aimed more at the established worker, there are some interesting elements that are applicable to the classroom. The emphasis is on résumé alternatives and how to utilize the non-traditional formats to the best advantage. By using the Internet to develop and use creative, target and re-entry résumés, students will be able to acquire additional skills for the job search.
Suggested Use: Job Search Skills

W5 Series (Video). Please refer to the title: *Dying to Work.*

What to Study?: Your 2000-2001 Guide to Saskatchewan's Post-Secondary Education and Skills Training Programs (Print-Non-Fiction). Saskatchewan Post-Secondary Education and Skills Training (SEK), 2001. 80 p. No order number is required. ($FREE pbk.).

(SK) This annual publication from Saskatchewan Post-Secondary Education and Skills Training is distributed each year to schools in Saskatchewan. Not only does it list occupations and where to study for them in Saskatchewan, but valuable background information is also provided on employment services, the institutions that offer the programs and SaskNetWork. Admission requirements and costs are also discussed.
Suggested Use: Career Research

WHMIS CBT Suite (CD-ROM). KnowledgeWare Communications Corp. (LRDC), 2000. Order no. 3027 ($553.90).

(CAN) This complex package includes a set of six integrated software programs that provides comprehensive education in the elements of Workplace Hazardous Materials Information System. While the package is geared towards the workplace, teachers and students (with teacher guidance) will find it very useful. Within the program, there are self-paced tutorials, glossaries, progress charts and automatic scoring of annual refresher quizzes.

The accompanying manual is well laid out and easy to follow.
Suggested Use: WHMIS; Teacher Reference

Within Reach: A Career Development Resource for Parents of Children With Developmental Disabilities (Print-Non-Fiction). Handcock, Helen and Redekopp, Dave E. Alberta Association for Community Living (AACL), 1997. 43 p. No order number is required. ($10.00 pbk.).

(CAN) Although this resource is aimed primarily at parents, the approach that is used is helpful in the classroom as well. In order to assist parents with career development, this resource follows the "high five" theory. Separate chapters look at each of the theory's components: change is constant, follow your heart, keep on learning, focus on the journey and access your allies. These ideas can be used with all students who are learning about career development.
Suggested Use: Career Research; Teacher Reference

Work Search Series (Video). Please refer to the titles: *Work Search: Solving the Puzzle, Work Search: The First Steps* and *Work Search: Transitions.*

Work Search: Solving the Puzzle (Video). (Work Search Series). British Columbia Ministry of Education (**MGR**), 1996. 22 min. Dup. order no. V6842. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) This program provides information on specific work search techniques as well as general information that would be useful for all job hunters.

The program guide contains skills check lists, tips for writing résumés and filling out application forms, examples of résumés and information on types of interviews.
Suggested Use: Career Research; Employability Skills
Other Use: Career Guidance: Middle Level

Work Search: The First Steps (Video). (Work Search Series). British Columbia Ministry of Education (**MGR**), 1996. 27 min. Dup. order no. V6840. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) This program is specifically for young people entering the job market. It shows the challenges young people face in looking for work and the first steps to overcoming barriers and developing work search skills.

The useful guide contains a short self-assessment to take before watching the program, work search tips, steps to employment checklists, and work search skills and concepts.
Suggested Use: Career Research Employability Skills
Other Use: Career Guidance: Middle Level

Work Search: Transitions (Video). (Work Search Series). British Columbia Ministry of Education (**MGR**), 1996. 28 min. Dup. order no. V6841. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) Looking for work can be one of the most difficult things that people have to do. This program looks at the challenges of being unemployed and looking for work. It shows effective approaches to making transitions and improving work search skills.

The useful guide contains a short self-assessment to take before watching the program, work search tips, steps to employment checklists, and work search skills and concepts.
Suggested Use: Career Research; Employability Skills
Other Use: Career Guidance: Middle Level

WORKmatters Series (Print-Non-Fiction). Contemporary Books (MHR), 1997. Order numbers follow (coil-bound).

Titles in this series include following:

Career Exploration
ISBN 0-8092-0886-5 ($67.95)
Human Relations on the Job
ISBN 0-8092-0824-5 ($73.95)
Job Search
ISBN 0-8092-0882-2 ($73.95)
Personal Resources
ISBN 0-8092-0826-1 ($73.95)
Workplace Skills
ISBN 0-8092-0884-9 ($67.95).

The goal of this American series is to help people develop the skills, habits and self-knowledge they need to succeed in the workplace. Each of the short books contains background information and teaching ideas to use in the classroom. The activities and some of the information will have to be adapted to the Canadian situation. The entire series supports most of the modules within the course.
Suggested Use: General; Survey Course - Secondary Level; Teacher Reference

Workstyle Alternatives: Youth in the New Economy (Video). McIntyre Media Limited (MCI), 1999. 30 min. Order no. 300040 ($129.99).

The workplace is rapidly changing in the global economy, and this video helps students to adapt to these new realities as they enter the workforce. This entertaining production uses real people to cover areas such as self-assessment, organizational skills, positive attitudes and career goals.
Suggested Use: Employability Skills

Your First Resume. 4th ed. (Print-Non-Fiction). Fry, Ron. (Your First Series). Career Pr., Inc. (MON), 1996. 191 p. ISBN 1-56414-187-X ($13.95 pbk.).

Writing one's first résumé is an important career step. This resource guides the reader through all the essential preparations needed to create a winning résumé. These include goal-setting, networking, interviewing and accepting your first job offer. Several examples of cover letters and résumés are included. Bold headings and sub-headings make this an easy book to follow. Included are a table of contents and an index.
Suggested Use: Job Search Skills
Other Use: Life Transitions 20/30

Your First Resume and Interview (Video). Meridian Education Corporation (MCI), 1999. 17 min. Order no. 700367 ($139.00).

In this video the three styles of résumés–chronological, skills and combination are discussed. Students are also able to determine which type is best suited to their needs. In addition to the information about résumés, there is practical advice on what to put into a first résumé when students have little work experience. Another element of the video focuses on preparing and conducting oneself at an interview.
Suggested Use: Job Search Skills

Your First Series (Print Non-Fiction).
Please refer to the title: *Your First Resume.*

Youth Link (Print-Non-Fiction). Human Resources Development Canada (HMR), n.d. No order number is required. ($FREE pbk.).

(CAN) Within this annual publication, Human Resources Development Canada has provided students with a one-stop shopping guide to career information. Over 230 programs, services and resources are listed in the publication. This wealth of information will be useful to students as they make the transition from school to work. There are listings of awards and bursaries, job search tools, work experience opportunities and career information tools. Each program or resource has a brief description that also contains the essential contact information. An Internet index and a subject index are included.

At http://www.youth.gc.ca., an Internet version is available.
Suggested Use: Career Research

Youth Outlooks Kit. National ed. (Kit). Human Resources Development Canada (HMR), n.d. No order number is required. ($FREE kit).

(CAN) This collection of resources includes a video, five booklets, four wall charts and a facilitator's guide. The information is aimed at raising young people's awareness about the labour market and how to integrate this information into a career-planning process. The booklets offer employment facts and figures that pertain to the career choices and work prospects for five levels of education.

The video presents several dynamic interviews with young people in various jobs. This provides students with a real world perspective on the work place.

This kit is an integral part of the Job Futures Program and is available free from Human Resources Development Canada.

The website at www.jobfutures.ca provides a great deal of additional information.
Suggested Use: Career Research; Employability Skills; Job Search Skills

Out of Print but Still Useful Resources

Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels (Print-Non-Fiction). SIAST Woodland Campus (SIW), 1998. unp. No order number is required.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions. Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.

Suggested use: Employability Skills; Survey Course – Middle Level; Survey Course – Secondary Level; Work Study Preparation

Other Use: Electricity /Electronics; Forestry Studies; Mechanical/Automotive; Upholstery; Wildlife Management

Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

Career Research

Aboriginal Workforce
Aboriginal Workforce Participation Initiative
Biotech Career Kit: A Multimedia Career
Career and Personal Planning Resource Book
Career Circuit
Career Cruising: The Complete Career
Career Directions: Occupations: University
Career Explorer: CX Online
A Career in Tourism: You Decide How Far
Career Information Resources for Aboriginal
Career Options for Women Series
Career Self-Assessment: Where
Careers in Culture
Chasing the Dream: A Player's Guide
College Via the Workplace
EnviroCareers: A Guide to Careers in the
Exercise Your Options
The Get Real Game: Facilitator's Kit
Getting Started: How to Run a Career Fair
Great Jobs/Solid Futures
High School to Apprenticeship: A Link to
I Want Your Job Series
Jobs With a Future: Careers in the Automotive
The Real Game
Real Times, Real Life: Facilitator's Kit
Step Into the World of Workplace Learning
StudentCounsellor
Tourism: A World of Opportunity: An Interactive
TypeFocus
What to Study?: Your 2000-2001 Guide to
Within Reach: A Career Development Resource
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Youth Link
Youth Outlooks Kit

Employability Skills

Ability Explorer
Against the Odds
The Be Real Game Facilitator's Kit - High
Blueprint for Life/Work Designs
Career and Personal Planning Resource Book
Career Circuit
Career Directions: Occupations: University
Career Explorer: CX Online
A Career in Tourism: You Decide How Far
Career S.E.L.F. Assessment
College Via the Workplace
Employability Skills: Creating My Future
Employability Skills Portfolio
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Get Real Game: Facilitator's Kit
Helping Solve the Employment Puzzle
Money Smarts Learning Resource
Real Times, Real Life: Facilitator's Kit
School to Work: Essential Skills
School to Work: Workplace Basics
Seeking and Maintaining Employment
Self–Discipline: Using Portfolios
Sell Yourself: Successful Job Interviewing
Step Into the World of Workplace Learning
Student Workshop: Communication - The #1
10 Golden Rules for the Workplace
Trouble at Work
TypeFocus
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Workstyle Alternatives: Youth in the New
Youth Outlooks Kit

General

Canada Prospects
Career Studies 10
Careers 10
The Edge
Expanding Your Horizons: Career Development
Exploring the World of Work: An Interactive
Horizons 2000+: Career Studies
Realm: Creating Work You Want
Succeeding in the World of Work
Success... in Entering the Workplace
WORKmatters Series

Job Search Skills

The Be Real Game Facilitator's Kit - High
Canada Prospects
Career Circuit
The Complete Job-Search Handbook
The Complete Job Search System Series
Effective Resumes and Job Applications
The Get Real Game: Facilitator's Kit
Guide for New Workers
Job Search Handbook
Job Search Strategies
The Portfolio Resume Series
Real Times, Real Life: Facilitator's Kit
Seeking and Maintaining Employment
Sell Yourself: Successful Job Interviewing
Student Workshop: Job Interview Skills
Web Resumes
Your First Resume
Your First Resume and Interview
Youth Outlooks Kit

Labour Standards

Guide for New Workers
Job Search Handbook
Ready for Work

Safety

Dying to Work
Guide for New Workers
Ready for Work

Survey Course - Middle Level

Ability Explorer
The Be Real Game Facilitator's Kit - High
Career Explorer
Career Studies 10
Careers in Culture
Careers 10
The Edge
Employability Skills: Creating My Future
Helping Solve the Employment Puzzle
Horizons 2000+: Career Studies
The Real Game
Realm: Creating Work You Want
Succeeding in the World of Work

Survey Course - Secondary Level

Ability Explorer
Canada Prospects
Career Studies 10
Careers in Culture
Careers 10
The Edge
Employability Skills: Creating My Future
Employability Skills Toolkit for the Self
Expanding Your Horizons: Career Development
The Get Real Game: Facilitator's Kit
Helping Solve the Employment Puzzle
Horizons 2000+: Career Studies
Realm: Creating Work You Want
Seeking and Maintaining Employment
Succeeding in the World of Work
WORKmatters Series

(WHMIS) Workplace Hazardous Materials Information System

Ready for Work
WHMIS CBT Suite

Work Study Preparation

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers
Helping Solve the Employment Puzzle
High School to Apprenticeship: A Link to
Ready for Work
Step Into the World of Workplace Learning

Teacher Reference

Aboriginal Workforce Participation Initiative
Canadian Vocational Journal
Career and Personal Planning Resource Book
Career Circuit
Career Information Resources for Aboriginal
Getting Started: How to Run a Career Fair
Success... in Entering the Workplace
WHMIS CBT Suite
Within Reach: A Career Development Resource
WORKmatters Series

Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

CD-ROM

Essential Skills/Compétences Essentielles
Exploring the World of Work: An Interactive
Tourism: A World of Opportunity: An
WHMIS CBT Suite

Kit

The Be Real Game Facilitator's Kit – High
Biotech Career Kit: A Multimedia Career
Careers in Culture
EnviroCareers: A Guide to Careers in the
The Get Real Game: Facilitator's Kit
Great Jobs/Solid Futures
Jobs With a Future: Careers in the Automotive
Ready for Work
The Real Game
Real Times, Real Life: Facilitator's Kit
Youth Outlooks Kit

Periodical

Canada Prospects
Canadian Vocational Journal
The Edge
Realm: Creating Work You Want

Print-Non-Fiction

Ability Explorer
Aboriginal Workforce
Aboriginal Workforce Participation Initiative
Blueprint for Life/Work Designs
Career and Personal Planning Resource Book
Career Directions: Occupations: University
Career Information Resources for Aboriginal
Career Studies 10
Careers 10
Chasing the Dream: A Player's Guide
The Complete Job-Search Handbook
Employability Skills: Creating My Future
Employability Skills Portfolio
Employability Skills Toolkit for the Self
Expanding Your Horizons: Career Development
Getting Started: How to Run a Career Fair
Guide for New Workers
Helping Solve the Employment Puzzle
High School to Apprenticeship: A Link to
Horizons 2000+: Career Studies
Job Search Handbook
Money Smarts Learning Resource
Seeking and Maintaining Employment
Self-Discipline: Using Portfolios to Help
Step Into the World of Workplace Learning
Succeeding in the World of Work
Success... in Entering the Workplace
What to Study?: Your 2000-2001 Guide to
Within Reach: A Career Development Resource
WORKmatters Series
Your First Resume
Youth Link

Video

Against the Odds
A Career in Tourism: You Decide How Far
Career Options for Women Series
Career S.E.L.F. Assessment
Career Self-Assessment: Where Do You Fit
College Via the Workplace
The Complete Job Search System Series
Dying to Work
Effective Resumes and Job Applications
Exercise Your Options
I Want Your Job Series
Job Search Strategies
The Portfolio Resume Series
School to Work: Essential Skills
School to Work: Workplace Basics
Sell Yourself: Successful Job Interviewing
Student Workshop: Communication - The #1
Student Workshop: Job Interview Skills
10 Golden Rules for the Workplace
Trouble at Work
Web Resumes
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Workstyle Alternatives: Youth in the New
Your First Resume and Interview

Website (available by subscription)

Career Circuit
Career Cruising: The Complete
Career Explorer: CX Online
StudentCounselior
TypeFocus

Titles Available From Learning Resources Distribution Centre (LRDC)

1500 4th Ave
REGINA SK S4P 3V7
(306) 787-5987
Fax: (306) 787-9747
Toll-Free Fax: (800) 668-9747
NETSITE: http://lrdc.sasked.gov.sk.ca

The LRDC is a unit within the Curriculum and Instruction Branch of Saskatchewan Learning. It is an excellent **source** for teaching and learning resources that have been recommended by Saskatchewan Learning, as well as for other curriculum support documents published by Saskatchewan Learning.

The LRDC purchases resources at bulk-discount rates, then sells them at cost-recovery prices – no profit-making markups are applied! Most resources purchased from the LRDC are returnable within a year of purchase.

All of the titles in this bibliography can be **ordered** through the LRDC. The titles listed below are carried in stock and reflect a starting point of resources to support the curriculum.

The Be Real Game Facilitator's Kit - High School Edition Grades 9/10
Order no. 1029

Careers 10
Order no. 6304

Employability Skills Portfolio
Order no. 6797

Employability Skills Toolkit for the Self-Managing Learner
Order no. 3002

Expanding Your Horizons: Career Development Guide. 2nd ed.
Order no. 11548

The Get Real Game: Facilitator's Kit
Order no. 1029

Horizons 2000+: Career Studies
Order no. 3349

The Real Game. Rev. ed.
Order no. 3582

WHMIS CBT Suite
Order no. 3027

Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

Career Options for Women Series

Automotive	Dup. order no. V6843
Aviation	Dup. order no. V6844
Construction	Dup. order no. V6845
Culinary	Dup. order no. V6846
Engineering	Dup. order no. V6847
Entertainment	Dup. order no. V6848
Information Technology	Dup. order no. V6849
Manufacturing	Dup. order no. V6850
Medical/Health	Dup. order no. V6851
Military: Canadian Forces	Dup. order no. V6852
Protective Services	Dup. order no. V6853
Rescue	Dup. order no. V6854
Utilities	Dup. order no. V6855

Dying to Work
Dup. order no. V638

Exercise Your Options
Dup. order no. V6811

Work Search: Solving the Puzzle
Dup. order no. V6842

Work Search: The First Steps
Dup. order no. V6840

Work Search: Transitions
Dup. order no. V6841

Distributor Directory

AACL Alberta Association for Community Living
11724 Kingsway
EDMONTON AB T5G 0X5
(800) 252-7556
(403) 451-3055
Fax: (403) 453-5779
E-mail: mail@aacl.org
NETSITE: http://www.aacl.org

AAT Anaca Technologies Ltd.
55 Donwoods Dr
TORONTO ON M4N 2G3
(800) 965-8541
(416) 410-5010
Fax: (416) 480-0526
E-mail: ccruise@indirect.com
NETSITE: http://www.careercruising.com

AHR Aboriginal Human Resource Development Council of Canada
1020 606 Spadina Cres E
SASKATOON SK S7K 3H1
(306) 956-5360
Fax: (306) 956-5361
E-mail: us@ahrdcc.com
NETSITE: http://www.ahrdcc.com

APMA Automotive Parts Manufacturers' Association
195 The West Mall Suite 516
TORONTO ON M9C 5K1
(416) 620-4220
Fax: (416) 620-9730
E-mail: mbouchard@apma.ca
NETSITE: http://www.apma.com

BDG Bridges.com Inc.
7B 1404 Hunter Court
KELOWNA BC V1X 6E6
(800) 281-1168
(250) 862-8722
Fax: (888) 349-3437
E-mail: info@bridges.com
NETSITE: http://www.bridges.com

BHRC Biotechnology Human Resource Council
420 130 Albert St
OTTAWA ON K1P 5G4
(613) 235-1402
Fax: (613) 233-7541
E-mail: info@bhrc.ca
NETSITE: http://www.bhrc.ca

CCCM Canada Career Consortium
66 Slater St Suite 1204
OTTAWA ON K1P 5H1
(613) 230-6223
Fax: (613) 230-7681
E-mail: cccfeedback@clfdb.ca
NETSITE: http://www.careerccc.org

CCRH Canadian Council for Human Resources in the Environment Industry
700 4th Ave SW Suite 1450
CALGARY AB T2P 3J4
(403) 233-0748
Fax: (403) 269-9544
E-mail: info@cchrei.ca
NETSITE: http://www.cchrei.ca

CEIT Canadian Equipment Industry Training Committee
300 1272 Wellington St
OTTAWA ON K1Y 3A7
(613) 822-8861
Fax: (613) 822-8862
E-mail: info@caed.org
NETSITE: http://www.solidfutures.org

CFEE Canadian Foundation for Economic Education
110 Eglinton Ave W Suite 201
TORONTO ON M4R 1A3
(416) 968-2236
(888) 570-7610
Fax: (416) 968-0488
E-mail: mail@cfee.org
NETSITE: http://www.cfee.org

CHRC Cultural Human Resources Council
17 York St Suite 201
OTTAWA ON K1N 9J6
(613) 562-1535
Fax: (613) 562-2982
E-mail: info@culturalhrc.ca
NETSITE: http://www.culturalhrc.ca

CMR Canadian Tourism Human Resource Council
170 Laurier Ave W Suite 1104
OTTAWA ON K1P 5V5
(800) 331-1529
Fax: (613) 231-6853
E-mail: cthrc@cthrc.ca
NETSITE: http://www.cthrc.ca

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(780) 967-4810
Fax: (780) 967-2398
E-mail: conceptscinc@yahoo.com
NETSITE:
http://www.CI-ConceptsInc.com

CVA Canadian Vocational Association
PO Box 3435 Station D
OTTAWA ON K1P 6L4
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Fax: (613) 838-6012
E-mail: cva_acfp@magi.com
NETSITE: http://cva-acfp.org/

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NETSITE: http://www.renc.igs.net/~gsph

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Fax: (819) 953-7260
E-mail: info@hrdc-drhc.gc.ca
NETSITE: http://www.sk.hrdc-drhc.gc.ca/menu/home.shtml

INA Indian and Northern Affairs Canada
Publications and Public Inquiry
10 Wellington St
OTTAWA ON K1A 0H4
(819) 997-0380
Fax: (819) 953-3017
E-mail: InfoPubs@inac.gc.ca
NETSITE: http://www.ainc-inac.gc.ca

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NETSITE: http://www.kineticvideo.com

LRDC Saskatchewan Learning Resources Distribution Centre (Formerly Book Bureau)
1500 4th Ave
REGINA SK S4P 3V7
(306) 787-5987
Fax: (306) 787-9747
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NETSITE: http://lrdc.sasked.gov.sk.ca/

MAG Magic Lantern Communications Ltd.
8755 Ash St Suite 3
VANCOUVER BC V6P 6T3
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(604) 324-2600
Fax: (604) 324-4855
E-mail: west@lanternimages.ca
NETSITE: http://www.magiclantern.ca

MCI McIntyre Media Limited
6845 Rexwood Rd Unit 2
MISSISSAUGA ON L4V 1S5
(800) 565-3036
(905) 678-9866
Fax: (905) 678-2403
E-mail: mcintyre@istar.ca
NETSITE: http://www.mcintyre.ca

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Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

MHR McGraw-Hill Ryerson Limited
300 Water St
WHITBY ON L1N 9B6
(800) 565-5758
(905) 430-5000
Fax: (800) 463-5885
NETSITE: http://www.mcgrawhill.ca

MON Monarch Books of Canada
5000 Dufferin St
DOWNSVIEW ON M3H 5T5
(800) 404-7404
(416) 663-8231
Fax: (416) 736-1702
E-mail: contact@toydirectory.com
NETSITE: http://www.toydirectory.com/mona

NAD National Adult Literacy Database Inc.
Scovil House
703 Brunswick St
FREDERICTON NB E3B 1H8
(800) 720-6253
(506) 457-6900
Fax: (506) 457-6910
E-mail: info@nald.ca
NETSITE: http://www.nald.ca

NEL Nelson Thomson Learning
1120 Birchmount Rd
SCARBOROUGH ON M1K 5G4
(800) 268-2222
(416) 752-9448
Fax: (800) 430-4445
E-mail: inquire@nelson.com
NETSITE: http://www.nelson.com

NLW The National Life/Work Centre
488 Centrale St
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SATC Saskatchewan Apprenticeship & Trade Certification Unit
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Fax: (306) 787-5105
E-mail: apprenticeship@sasked.gov.sk.ca

SEK Saskatchewan Post-Secondary Education and Skills Training
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